

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF SEPTEMBER 9 – 13, 2013

MONDAY, SEPTEMBER 9, 2013

- | | | |
|-----------|--|---|
| *10:00 am | Transportation Coordinating Committee | GB Metro Transportation Center
901 University Avenue |
| *11:30 am | Harbor Commission – CANCELLED | Clarion Hotel
200 Main Street |
| *4:30 pm | Neville Public Museum Governing Board | Neville Public Museum, Third Floor
210 Museum Place |
| *5:30 pm | Executive Committee | Room 200, Northern Building
305 E. Walnut Street |

TUESDAY, SEPTEMBER 10, 2013

- | | | |
|----------|-----------------|---|
| *5:00 pm | Board of Health | Brown County Health Department
610 South Broadway Street |
|----------|-----------------|---|

WEDNESDAY, SEPTEMBER 11, 2013

(No Meetings)

THURSDAY, SEPTEMBER 12, 2013

- | | | |
|----------|---|--|
| *5:15 pm | Human Services Board | Sophie Beaumont Building, Board Rm. A
111 N. Jefferson Street |
| *6:00 pm | Board of Supervisors – Five Year Strategic Planning Listening Session | Wrightstown High School
600 High Street, Wrightstown |

FRIDAY, SEPTEMBER 13, 2013

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE

Monday, September 9, 2013

Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL

Diana Brown	_____	Cole Runge	_____
Brandon Cooper	_____	Mary Schlautman	_____
Pat Finder-Stone	_____	Julie Tetzlaff	_____
Chris Hasselbacher	_____	Lisa VanDonsel	_____
Kathy Hillary	_____	Derek Weyer	_____
George Jackson	_____	Tina Whetung	_____
Debbie Johnson	_____	John Withbroe	_____
Patty Kiewiz	_____	Vacant – BC Exec.	_____
Barbara Natelle	_____	Vacant – BC Board	_____
Sandy Popp	_____	Vacant – BC Human Svcs	_____

ORDER OF BUSINESS

1. Approval of the June 10, 2013, Transportation Coordinating Committee meeting minutes.
2. Discussion of the next steps in the development of Brown County's Coordinated Public Transit-Human Services Transportation Plan.
3. Update on the status of Wisconsin's Non-Emergency Medical Transportation (NEMT) Program.
4. Update on the status of the Green Bay Urbanized Area's Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program.
5. Discussion of transportation service needs of nursing home residents.
6. Round robin discussion about paratransit service.
7. Other matters.
8. Adjourn.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATIONS SHOULD CONTACT THE BROWN COUNTY HUMAN RESOURCES OFFICE AT 448-4065 BY 4:00 P.M. ON THE FRIDAY BEFORE THE MEETING SO THAT ARRANGEMENTS CAN BE MADE.

PORT AND RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

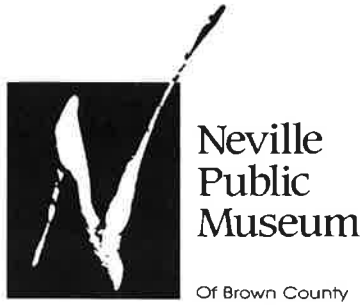
- PUBLIC NOTICE -
BROWN COUNTY HARBOR COMMISSION
*** Monday, September 9, 2013 @ 11:30 am**
Clarion Hotel, 200 Main Street, Green Bay, WI

No Harbor Commission Meeting held in September.

Dean R. Haen – Director
Port and Resource Recovery Department

Any person wishing to attend whom, because of disability requires special accommodations should contact the Brown County Port and Resource Recovery Department at 492-4950, at least two working days in advance of the meeting for special arrangements to be made.

Notice is hereby given that action by the Harbor Commission may be taken on any of the items, which are described or listed on the agenda



NEVILLE PUBLIC MUSEUM GOVERNING BOARD

AGENDA

September 9, 2013

4:30 p.m.

**Neville Public Museum
Third Floor Board Room**

-
- I. Call meeting to order
 - II. Approve/modify agenda
 - III. Approve minutes from last Governing Board meeting, August 13, 2013
 - IV. Report on strong summer season (gate, outreach, marketing) and trends for 2013-2014
 - V. Discussion of Museum Master Plan with the successful request for Brown County general fund support: first steps.
 - VI. Update and discussion, changes to museum personnel (pending new hires)
 - VII. Update and discussion, upcoming centennial kick-off event, Sept. 10, 2013
 - VIII. Such other matters as authorized by law
 - IX. Adjournment

Kevin Kuehn, Chair

Please contact Rolf Johnson at 448-7843 if you cannot attend this meeting

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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E-mail bc_county_board@co.brown.wi.us

EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, John Vander Leest, Patrick Evans
Bernie Erickson, Patrick Buckley

EXECUTIVE COMMITTEE

Thursday, September 9, 2013

5:30 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEM ON THE AGENDA.**

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of August 8, 2013.

Comments from the Public

Communications

1. Communication from Supervisor La Violette re: Identify county employees potentially affected by step increases so the Board can take appropriate actions. *Motion at July meeting: Refer to staff for further information. Held for one month.*
2. Communication from Supervisor La Violette re: In support of our school district and out of respect for our entire great community, all of the people we represent, I propose passage of a resolution stating zero tolerance for bullying throughout Brown County government. *Motion at July meeting: To refer to HR to research what the current policy is on bullying and harassment and determine if there are changes needed based on other communities in the area. Held for one month.*
3. Communication from Supervisor Haefs re: Reconsideration of Item #19 of the Executive Committee Report "Changes to Health Insurance Plan" which was approved July 17, 2013 by the Brown County Board. *Referred from August County Board.*

Vacant Budgeted Positions (Request to Fill)

4. Airport – Electrician - Vacated 9/21/13.
5. Clerk of Circuit Court – Deputy Juvenile Clerk - Vacated 9/10/2013.
6. Clerk of Circuit Court – Customer Service Clerk - Vacated 9/11/2013.
7. District Attorney – Legal Assistant II - Vacated 8/16/13.
8. Emergency Management – Emergency Management Coordinator - Vacated 4/1/2013.
9. Human Services (CTC) – Account Clerk II - Vacated 6/8/13.
10. Human Services (CTC) – MDS (Minimum Data Set) RN - Vacated 9/3/13.
11. Human Services – CTP (Community Treatment Program) Worker - Vacated 9/3/2013.
12. Human Services – Financial Supervisor - Vacated 6/5/2013.
13. Port and Resource Recovery – Resource Recovery Associate - Vacated 10/12/2013.

Legal Bills

14. Review and Possible Action on Legal Bills to be paid.

Reports

15. **County Executive Report.**
16. **Internal Auditor Report.**
 - a) Presentation of 2012 Comprehensive Annual Financial Report, Federal Awards and State Financial Assistance Report and Management Communications by Schenck, SC.
 - b) Budget Status Financial Report for July, 2013.
 - c) Monetary Receipts, Disbursements and Deposits Audit – NEW Zoo.

Resolutions, Ordinances

17. Resolution re: Change in Table of Organization Corporation Counsel Assistant Corporation Counsel.
18. Resolution re: Reclassification of Positions Clerk/Typist II, Clerk II, Clerk II/Data Controls.

Other

19. Discussion re: Additional content on County Board website including biographical data and functions of standing committees. *Held for one month.*

Closed Session

20. Labor Relations and Negotiations:
Pursuant to Wis. Stat. 111.70 as allowed for purposes of negotiating and collective bargaining.
Closed session pursuant to Wis. Stats. § 19.85(1)(e) Deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
21. Such other matters as authorized by law.
22. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**BROWN COUNTY BOARD OF HEALTH
TUESDAY, September 10, 2013
5:00 PM**

Brown County Health Department
610 South Broadway Street
Second Floor Conference Room
Green Bay, WI 54303

AGENDA

1. Call to Order, Welcome, and Introductions
2. Approval / Modification of the Agenda
3. Approval of Minutes of July 30, 2013
4. Odor Complaints/ Ordinance
5. Correspondence Received.
6. Educational Presentation
7. Director's Report
8. All Other Business Authorized by Law
9. Adjournment / Next Meeting.

Please RSVP attendance to Juli Gray at 448-6405 no later than 4:30 PM Friday, September 6, 2013. Thank-you!

Notice is hereby given that action by this board may be taken on any of the items which are described or listed in this agenda.

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Jeremy Kral, Executive Director

MEETING OF THE HUMAN SERVICES BOARD Thursday, September 12, 2013

**SOPHIE BEAUMONT BUILDING, BOARD ROOM A
111 NORTH JEFFERSON, GREEN BAY, WI 54311
5:15 P.M.**

AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of August 8, 2013 Human Services Board Meeting.
4. Executive Director's Report.
5. Preparing Youth in Out of Home Care for Independent Living.
6. Financial Report for Community Treatment Center and Community Programs.
7. *Statistical Reports.
 - a. Monthly Inpatient Data – Community Treatment Center.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child/Abuse/Neglect Report.
 - d. Monthly Contract Update.
8. *Request for New Non-Continuous Vendor.
9. *Request for New Vendor Contract.
10. Other Matters.
11. Adjourn Business Meeting.

**Note: attached as written reports*

Notices:

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

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PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the Brown County Five Year Strategic Planning Listening Session of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Thursday, September 12, 2013 at 6:00 p.m.**, at Wrightstown High School, 600 High Street, Wrightstown, Wisconsin.

BROWN COUNTY FIVE YEAR STRATEGIC PLANNING LISTENING SESSION 6:00 p.m.

The following matters will be considered:

1. Discussion and exchange of ideas in the creation and development of a five year strategic plan for Brown County.
2. Adjournment to next scheduled Brown County Board of Supervisors Meeting, September 18, 2013 at 7:00 p.m. in Legislative Room 203, 100 North Jefferson Street, Green Bay, Wisconsin.

Submitted by:

A handwritten signature in black ink, which appears to read "Patrick Moynihan, Jr.", is written over a horizontal line.

Patrick W. Moynihan, Jr.
Board Chairman

Although not a regularly scheduled meeting of the Brown County Board of Supervisors, a quorum may be present.

SEPTEMBER 2013



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Labor Day <i>County Board Office Closed</i>	3	4 Public Safety 5:30 pm Listening Session 6:00 pm	5 Ed & Rec 5:30 pm	6	7
8	9 Executive Cmte 5:30 pm	10	11	12 Listening Session 6:00	13	14
15	16	17 Vets Recognition Subcommittee 5:00 pm	18 Board of Supervisors 7:00 pm	19	20	21
22	23 Land Con 6:00 pm PD&T 6:15 pm	24	25 Human Svc 6:00 pm	26 Admin 5:00 pm	27	28
29	30 Special Board of Sup Grievance Hearing					



OCTOBER 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Public Safety 5:30 p.m.	3 Ed & Rec Cmte 5:30pm	4	5
6	7 Executive Cmte 5:30 pm	8	9	10	11	12
13	14	15 Vets Recognition Subcommittee 5:00 pm	16 Board of Supervisors 7:00 pm	17	18	19
20	21	22 Human Svc 5:30 pm	23	24 Admin 5:00 pm	25	26
27	28 Land Con 6 pm Plan Dev & Trans 6:30 pm	29	30 Special Board of Sup Grievance Hearing	31 		

BROWN COUNTY COMMITTEE MINUTES

- Northeast Wisconsin Family Care Board of Directors (August 7, 2013)
- Planning Commission Board of Directors (August 7, 2013)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

BOARD OF DIRECTOR MEETING MINUTES

Wednesday, August 7, 2013

9:02 a.m. – 11:14 a.m.

BOARD MEMBERS

Carole Andrews
Carolyn Barke
Mary Derginer
Marshal Giese
Kathy Just
Julie Kudick
Mark Moeller
Diane Nichols
Janice Swoboda
Tony Waupochick

NEW FC

Rolf Hanson
Debbie Peterson

Others

Barb Larson-Herber, Shawano County
Representative Serving as Fiscal Agent
for NEW FC Planning Grant
Andy Phillips – Phillips Borowski, SC
Julie Button - Ombudsman
Steve McCarthy – N.E.W. Curative
Tom Madsen – Shawano County
Craig Johnson – Oconto County
Jackie Trudell – Reid Ribble's Office

1. CALL TO ORDER

The meeting was called to order at 9:02 a.m.

2. CONFIRMATION OF PROPER POSTING

Debbie Peterson confirmed copies were sent to each of the seven county offices and the *Green Bay Press Gazette*. It is also posted on our website: www.northeastwisconsinfamilycare.com

3. CONFIRM AGENDA

Motion by Marshal Giese supported Carole Andrews to approve the agenda—all aye—motion carried

4. REVIEW AND APPROVE MEETING MINUTES

Motion by Diane Nichols supported Marshal Giese to approve the June 26, 2013 meeting minutes—all aye—motion carried

5. PUBLIC COMMENT

Introductions made of Board Members and Guests

6. CEO REPORT

The CEO Report was distributed in the Board packet. A CEO Report to the Community will be posted on the CEO tab of our web page at www.northeastwisconsinfamilycare.com and on Base Camp for the Directors and Long Term Care Managers

7. MCO FORMATION REQUIREMENTS

Andy Phillips reviewed requirements

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, August 7, 2013
Pulaski Village Hall
585 E. Glenbrook Drive
Pulaski, WI 54162
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>Exc</u>	John Klasen	<u>Exc</u>
James Botz	<u>X</u>	Michael Malcheski	<u>X</u>
Paul Brewer	<u>Abs</u>	Ken Pabich	<u>Exc</u>
William Clancy	<u>Exc</u>	Scott Puyleart	<u>X</u>
Norbert Dantine, Jr.	<u>X</u>	Dan Robinson	<u>X</u>
Ron DeGrand	<u>X</u>	Ray Tauscher	<u>X</u>
Bernie Erickson	<u>X</u>	Mark Tumpach	<u>X</u>
Steve Gander	<u>X</u>	Steve VandenAvond*	<u>Exc</u>
Adam Gauthier	<u>X</u>	Tim VandeWettering	<u>Exc</u>
Steve Grenier	<u>Exc</u>	Jason Ward	<u>X</u>
Phil Hilgenberg	<u>Exc</u>	Dave Wiese	<u>X</u>
Dotty Juengst	<u>X</u>	Reed Woodward	<u>X</u>

OTHERS PRESENT: *Jim Genrich for Steve VandenAvond, Chuck Lamine, Aaron Schuette, Krista Kamke, Jim Resick, and Dorean Sandri.

After the meeting was called to order, N. Dantine, Jr. asked Reed Woodward, President of the Village of Pulaski to take the floor. R. Woodward explained how they waited many years for a new Village Hall and welcomed everyone to Pulaski.

Chuck Lamine thanked Reed Woodward, President of the Village of Pulaski for hosting this meeting.

1. Approval of the minutes of the June 5, 2013, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by R. DeGrand, seconded by A. Gauthier, to approve the minutes of the June 5, 2013 regular meeting of the Brown County Planning Commission Board of Directors. Motion carried unanimously.

2. Review and action regarding a contract with the Wisconsin Department of Administration – Wisconsin Coastal Management Program to update the Natural Resources and Land Use Chapters of the Brown County Comprehensive Plan.

A. Schuette explained how the Brown County Department of Administration (DOA) took a look at the processes to approve contracts. With the Brown County Planning Commission statutes DOA would like to see approval of all contracts run through the full Planning Commission.

The Wisconsin Coastal Management Program is a program that provided numerous grants in the past to the Brown County Planning Commission to help fund such projects as the Brown County Outdoor Recreation Plan, the Port Opportunity Study being worked on right now, the ESA and Shoreland Zone Tool Box.

The Wisconsin Coastal Management Program approved the Brown County Planning Commission for \$30,000 towards the Land Use and Natural Resources chapters of the Brown County Comprehensive Plan.

D. Robinson asked if the \$30,000 was in the 2014 budget.

A. Schuette answered it was.

A motion was made by D. Juengst, seconded by R. DeGrand, to approve the contract with the Wisconsin Department of Administration – Wisconsin Coastal Management Program to update the Natural Resources and Land Use Chapters of the Brown County Comprehensive Plan. Motion carried unanimously.

3. Review and action regarding a contract with the Village of Suamico to update the Village of Suamico Comprehensive Plan.

A. Schuette indicated the Village of Suamico Comprehensive Plan was last updated in 2004.

R. Woodward indicated he was concerned about cost and would like some idea of what the cost would be to contract with Brown County rather than go to an outside agency to develop a comprehensive plan for the Village of Pulaski.

A. Schuette indicated the cost for Suamico is \$19,000+ and Rockland was \$11,000+. Difference in prices is due to the level of service. A proposal is put together, based on an estimate of the actual time spent on the project.

C. Lamine indicated the Planners would sit down and talk with R. Woodward, as they do with everyone looking for a Comprehensive Plan, to get his input on what he is looking for and what he is interested in.

D. Juengst asked if there was a process that all the municipalities follow.

C. Lamine indicated it usually starts with a request for a proposal; however, if a formal request for proposals is issued then any planning firm may submit a proposal.

D. Juengst asked if information was sent out by Brown County letting the municipalities know what service is available.

C. Lamine indicated the State Statutes has a great deal of information on what has to be in the plan, and at the request of Supervisor Erickson, BCPC staff provides a yearly letter to Brown County municipalities regarding BCPC staff services.

D. Juengst asked C. Lamine to explain how the municipality's Comprehensive Plans fit into the Brown County Plan.

C. Lamine indicated there is no county wide zoning. We have adopted the local plans into our County plans.

A motion was made by B. Erickson, seconded by A. Gauthier, to approve a contract with the Village of Suamico to update the Village of Suamico Comprehensive Plan. Motion carried unanimously.

4. Review and action regarding a contract with the Town of Rockland to update the Town of Rockland Comprehensive Plan.

A. Schuette indicated the Rockland Plan was adopted in 2005. They are going through the Working Lands Initiative and made quite a few changes to what they envision as far as their agricultural areas so they decided rather than wait until 2015 to start it they would start it now in 2014, and get it done in plenty of time.

A motion was made by D. Robinson, seconded by R. Tauscher, to approve a contract with the Town of Rockland to update the Town of Rockland Comprehensive Plan. Motion carried unanimously.

5. Update regarding the Community Development Block Grant (CDBG) – Housing program.

A. Schuette gave a brief update on where he was at with this program as it is a new program that all the communities may want to utilize. He indicated it was grant funds they were getting from the State of Wisconsin via the Federal government to perform home rehabilitation for owner occupied homes or rental units for persons who are at or below 80 percent of the local county median income. The program has always operated in the State of Wisconsin but it hasn't been very active in Northeast Wisconsin because the process to apply for the funds is very difficult and more recently it was essentially a lottery system where you would put your application into a bin and if your name was pulled, you were awarded the grant.

A. Schuette indicated the State decided to more effectively target these grant dollars and spread them out across the state in regions of counties. Brown County is heading up the Northeastern Wisconsin CDBG or Community Development Block Grant Housing Region.

A. Schuette mentioned that marketing materials were put together, and that they are in the process of compiling the environmental review record right now. He hoped to get this program up and running at the beginning of the year but there were issues between the State and the Federal governments as far as releasing the dollars. Those issues eventually have been worked out and we have been working very hard in the last couple of months to address all the other issues we need to take care of in the front end.

A. Schuette indicated he and C. Lamine conducted interviews today for a Planner I to help administer this program. Reference checks need to be completed first but hopefully the person will be on board soon.

A. Schuette indicated there is a waiting list of people who have contacted him from Brown County as well as the other counties throughout the region. There are up to 57 people on the list now and we have people on the list from all 10 counties. Marinette and Brown County certainly have the most.

A. Schuette stated he will be attending three days of training with the new Planner I in Wisconsin Rapids in September. He is anticipating having the program ready by the end of October.

Discussion ensued.

A motion was made by B. Erickson to receive and place on file and seconded by R. DeGrand. Motion carried unanimously.

6. Update regarding development of the Brown County Farm property.

C. Lamine indicated they had a busy couple of months. The County Board approved the sale of 8.5 acres of land immediately north of the old Mental Health Center contingent upon the Cardinal Capital Management, Inc. and the Center for Veterans' Issues receiving a WHEDA housing tax credit allocation. The project was initially denied an allocation of tax credits. WHEDA subsequently created a separate tax credit program, called a High Impact Project round and they were going to do one project out of this allocation. Shortly after that, WHEDA announced they were going to do a Veterans' High Impact Project and it seems to match very closely to what Cardinal Capital Management, Inc. is proposing. The deadline for the application was July 30 and it was a two page justification of what they were looking for in addition to the application. The application requested information on how the project will create jobs and employment opportunities.

C. Lamine stated the remaining 248 acres is proposed to be developed as the Brown County Research and Business Park. C. Lamine indicated the Cardinal Capital Management, Inc. project would create an immediate tax increment and the expectations will be to create a partnership with the City of Green Bay to implement a tax increment district to finance additional improvements for the rest of that project. C. Lamine stated the discussion on this project initiated the demolition of the Mental Health Center building and getting that contract out for demolition.

C. Lamine stated that meetings were held with UWGB staff as a proposed partner on the project and UWGB is identified as a Veterans' friendly campus because of the work that they've done with veterans on campus. There is potential for individuals living in this proposed Veterans' housing to have access to higher education opportunities with UWGB, and also the proximity to the new Veterans Administration Clinic were key elements.

C. Lamine indicated a draft of the Brown County Research and Business Park Feasibility Study was prepared and he is planning on bringing it forward to next month's BCPC meeting for a full presentation and discussion.

A discussion ensued.

B. Erickson made a motion to receive and place on file. D. Robinson seconded. Motion carried unanimously.

7. Director's report.

C. Lamine indicated they were really busy working on economic development. It has been a team effort on these two items.

C. Lamine also indicated they just finished the draft budget and submitted it to the County Executive. C. Lamine said he will be bringing that budget forward to the Planning Commission to approve the budget, hopefully next month once the County Executive has released the budget. C. Lamine stated he is pleased to say they were able to meet the targets that were set.

The personnel evaluations were completed for the year and staff finished the updated job descriptions for everybody, which was long overdue.

C. Lamine indicated they have been busy on internal issues, budgetary issues, and hiring people. C. Lamine introduced Dorean Sandri, the new Administrative Secretary and Krista Kamke, the summer intern, who spoke about some of the things she was working on. C. Lamine also introduced Jim Resick with the UW Extension who has been working out of Planning's office. J. Resick also spoke about some of the things he was working on.

8. Brown County Planning Commission staff updates on work activities during the months of June and July 2013.

No action taken.

9. Other matters.

B. Erickson announced that a week from Saturday is Veterans' Appreciation Day at the Brown County Fair. If anyone at the meeting was a veteran, is a veteran, or the spouse of a veteran he has tickets for the event and to see him after the meeting.

D. Robinson announced that the Brown County Board of Supervisors and the County Executive Office are in the midst of a strategic planning process. Two listening sessions will be held in early September. These sessions are meant for people throughout the county to come in and share their views and thoughts and ideas of what the future of the Brown County government should be. Information should be on the website soon.

The first meeting will take place on Wednesday, September 4 from 6:00-7:30 p.m. in the Green Bay City Council Chambers, and the second session will be on Thursday, September 12 from 6:00-7:30 p.m. in the Community Room at Wrightstown High School.

10. Adjourn.

A motion was made by R. DeGrand, seconded by D. Juengst, to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:40 p.m.

:dgs

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
August 7, 2013**

June and July 2013 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Attended the Brown County Planning Commission Board of Directors meeting the evening of June 5.
- Continued to research, author, and analyze background materials for the Brown County Research and Business Park Feasibility Study.
- Coordinated with Cardinal Capital Management, Inc. to complete an application for Wisconsin Housing and Economic Development Authority (WHEDA) Veterans High Impact Program for \$600,000 in housing tax credits for the veterans housing project.
- Attended the meeting and served as a member of the Green Bay/Brown County Professional Football Stadium District Board June 26.
- Conducted staff meetings.
- Attended the Planning, Development and Transportation Committee meeting to present an update regarding development plans for the Brown County Farm property the evening of June 24.
- Attended the Planning, Development and Transportation Committee meeting to present the Planning Commission's Capital Improvement Plan updates for the development of the Brown County Research and Business Park the evening of July 22.
- Attended the Airport Development Committee meeting on July 11.
- Coordinated with legal counsel regarding a collection action associated with the delinquent Raven Manufacturing Brown County Revolving Loan Fund (RLF) loan.
- Coordinated and attended a meeting of the Brown County Economic Development Revolving Loan Committee on July 23.
- Attended a Bay-Lake Regional Economic Development Revolving Loan Committee meeting on July 23.
- Attended and served as a Brown County representative advisor for the City of Green Bay Downtown Plan Committee the evenings of June 27 and July 18.
- Attended the Brown County Executive Committee meeting regarding the vacant Administrative Secretary position the evening of June 10.
- Coordinated with Brown County Human Resources staff regarding the vacant Administrative Secretary and Planner I positions and conducted interviews.
- Prepared the 2014 Planning and Land Services Department budget.
- Completed interviews for the vacant Survey Crew Chief position.
- Worked with Corporation Counsel to amend the Cardinal Capital Management, Inc. Offer to Purchase for eight acres of Brown County lands.
- Chaired the Land Information Council meeting on July 10.
- Attended a meeting with two County Board members, Senior Planner, Brown County Park Manager, and Golf Course Superintendent regarding development potential for 80 acres of Brown County owned land adjacent to the Brown County Golf Course.
- Prepared the Planning Director's Position Description Questionnaire (PDQ) and reviewed and approved the PDQs for the other 19 positions in the Planning and Land Services Department.

- Reviewed and updated all of the job descriptions for the 20 positions in the Planning and Land Services Department.
- Coordinated and attended meetings with Cardinal Capital Management, Inc. representatives, the UW-Green Bay Chancellor, and the Green Bay VA Clinic Manager to discuss the veterans housing project.
- Provided assistance to Brown County Department of Administration in reviewing the results of the Wisconsin Department of Administration audit of the Brown County Housing Authority's revolving loan fund.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Finished revising the Purpose and Need document for the EIS and submitted it to WisDOT Northeast Region staff for review.
- Finished revising the Impact Assessment Methodology document for the EIS and submitted it to WisDOT Northeast Region staff for review.
- Revised the Environmental Report (ER) for the County Highway GV project in Ledgeview. Also developed an Indirect Effects analysis for the ER and submitted it to WisDOT Northeast Region staff for review.
- Participated in an EIS Lead Agencies meeting with representatives of WisDOT.
- Developed a staff report to the Brown County Transportation Coordinating Committee (TCC) about the new Section 5310 Enhanced Mobility of Seniors and Persons with Disabilities Program. Also chaired the meeting and presented the staff report to the committee.
- Completed the draft Section 5310 Program Recipient Coordination and Management Plan and submitted it to Federal Transit Administration (FTA) and WisDOT Central Office staff for review.
- Prepared for and participated in a meeting with Green Bay Metro administrative staff and the Transportation Planner I to discuss administrative roles and responsibilities for the new Section 5310 Enhanced Mobility of Seniors and Persons with Disabilities Program.
- Prepared for and participated in a meeting with Green Bay Metro administrative staff and the Transportation Planner I to discuss the contents of the 2014-2018 Transit Development Plan (TDP). Also reviewed and commented on two draft chapters of the TDP.
- Reviewed comments from WisDOT Central Office staff about the functional classification system modifications that are recommended by MPO and WisDOT Northeast Region staff. Following this review, I developed responses to the comments and submitted them to WisDOT Central Office staff.
- Developed the MPO's activity report and reimbursement request to WisDOT for the second quarter of 2013. Also developed a transportation program expense report for the second quarter and sent it to the Brown County Department of Administration.
- Researched crash data for Brown County and collected other information for a report that summarizes the progress made to attain the transportation system performance measure goals in the MPO's Long-Range Transportation Plan. Also began to develop the performance measures report.
- Continued to make revisions to the draft Congestion Management Process (CMP) document.
- Began to develop the MPO's draft 2014 Transportation Planning Work Program and budget. Also developed the transportation grant detail for the 2014 department budget.
- Reviewed and commented on proposed modifications to the traffic circulation pattern in De Pere High School's main parking lot at the request of the school district superintendent and facilities director. Also provided my comments and recommendations to the facilities director.

- Developed transportation and other infrastructure cost estimates for the proposed Brown County Research and Business Park. Also worked with other BCPC staff to develop the park's feasibility study.
- Performed pavement surface condition ratings with the Transportation Planner I for the 2014-2018 Transportation Improvement Program (TIP).
- Prepared information for the stakeholder meeting that is being held as a part of the Brown County Coordinated Public Transit – Human Services Transportation Plan development process.

The recent major planning activities of Aaron Schuette, Principal Planner:

- Continued researching and writing the Port Opportunity Study for the Port of Green Bay.
- Prepared a quarterly report and reimbursement request to Wisconsin Coastal Management for the Port Opportunity Study grant.
- Continued to coordinate with the Wisconsin Department of Administration (WDOA) and the Northeastern Region counties regarding the Community Development Block Grant (CDBG)-Housing program.
- Coordinated with the Corporation Counsel's Office to complete a draft cooperative agreement for the Northeastern CDBG-Housing Region counties.
- Worked with the Corporation Counsel's Office to review the draft grant agreements for the CDBG-Housing program.
- Began developing the Environmental Review Record (ERR) for the Northeastern CDBG-Housing Region, including agency notification and document preparation.
- Participated in interviews for the Planner I – Housing position on June 11 (subsequently had to repost the position after selected candidate took a different position).
- Created a flyer providing an overview of the CDBG-Housing program.
- Provided assistance to Brown County Department of Administration in reviewing the results of the Wisconsin Department of Administration audit of the Brown County Housing Authority's revolving loan fund.
- Coordinated with AECOM, WDNR, EPA, and the Village of Howard regarding the Phase I Environmental Site Assessment findings and proposed Phase II sampling at the former Engine Core site in the Village of Howard.
- Prepared a quarterly report, DBE report, and reimbursement requests for the EPA Brownfields Grant.
- Completed final Energy Efficiency and Conservation Block Grant closeout and equipment transfer documentation to the U.S. Department of Energy.
- Prepared an initial draft of the Brown County Comprehensive Plan Update Housing Chapter.
- Worked with the Planning Director and Administrative Coordinator on the 2014 CDBG-Housing and Planning and Land Services – Planning division budget.
- Met with Town of Rockland representatives on July 9 to discuss updates to the Town Zoning map.
- Coordinated with the Planning Intern to develop a revised zoning map for the Town of Rockland reflecting the Working Lands Initiative proposed changes.
- Continued to work with the participating local units of government to update their local zoning ordinances and maps to be consistent with the Wisconsin Working Lands requirements.
- Prepared an amendment to the Brown County Farmland Preservation Plan for requested changes from Scott, Humboldt, New Denmark, Suamico, Hobart, and Ledgeview. Provided

the draft amendment to Brown County Corporation Counsel for signature prior to sending to the Department of Agriculture, Trade and Consumer Protection for preliminary review.

- Assisted in the development of the Brown County Research and Business Park Feasibility Study.
- Gave a presentation on maps to a 1st grade class at Meadowbrook Elementary School on June 3.
- Met with the Suamico Comprehensive Plan Update steering committee on the evening of June 6.
- Met with Brown County Aging and Disability Resource Center staff on June 10 to discuss opportunities for local community outreach.
- Met with City of Green Bay staff, US Fish & Wildlife Service staff, Neville Museum staff, and Fox-Wisconsin Heritage Parkway representatives on July 25 to discuss a grant for shoreline restoration near the Neville Museum.
- Assisted 83 members of the public or local units of government with specific planning, land division, CDBG-Housing program, or zoning related phone calls during June and July.

The recent major planning activities of Peter Schlein, Senior Planner:

- Began review of 23 new certified survey maps (CSMs). Completed review of 18 CSMs.
- Completed review of three subdivision plat pre-submittal consultation, three preliminary subdivision plats, and two final subdivision plats.
- Completed review of one CSM for the City of Green Bay.
- Responded to two private and one public Water Quality Letter requests.
- Began or completed four environmentally sensitive area (ESA) amendments.
- Began or completed four sewer service area (SSA) amendments.
- Review of smaller ESA and SSA related issues and inquiries to develop solutions for smaller projects.
- A Village of Howard ESA plan correction to update wetland setback lines in order to allow residential development on Lot 247 of the Glen Kent Estates Second Addition subdivision. The plan correction was reviewed by BCPC staff on July 16.
- A Village of Ashwaubenon major ESA amendment to allow the removal of 0.19 acres of waterway setback and the filling of 0.03 acres of wetland in exchange for the enhancement 0.23 acres of wetland along an on-site waterway on the United Cooperative property. The project allowed for the placement of storage bins on the property. To maintain efficiency for the property owner by minimizing mismatched requirements, the amendment was coordinated with permit requirements from the Wisconsin Department of Natural Resources and the Army Corp of Engineers. The amendment is a revision to an amendment that was approved in the fall of 2012. The ESA amendment was reviewed by BCPC staff on July 8 and forwarded to the Bureau of Watershed Management for informational purposes only.
- A Town of Lawrence ESA plan correction to update floodway setback lines in order to allow residential development on Outlot 2 of certified survey map Volume 52, page 56. The plan correction was reviewed by BCPC staff on June 14.
- A Town of Lawrence ESA plan correction to update floodway setback lines in order to allow residential development on Lot 23 of the Patriot Place Second Addition subdivision. The plan correction was reviewed by BCPC staff on May 29 but the review was not documented in past staff activity reports.
- A Village of Hobart SSA amendment to add 53.7 acres to the sewer service area for residential and commercial development near Centennial Centre. The SSA amendment was reviewed by BCPC staff on June 5.

- A Village of Hobart SSA amendment to add 17.3 acres to the sewer service area for residential development near Hemlock Creek Elementary School. The SSA amendment was reviewed by BCPC staff on June 5.
- A Town of Scott minor SSA amendment to add 3.9 acres to the sewer service area for existing residential development on part of Parcel SC-587. The SSA amendment was reviewed by staff on July 15 and is under review by the Bureau of Water Quality.
- A Town of Ledgeview minor SSA amendment to add 2.0 acres to the sewer service area for existing residential development on part of Parcel D-401. The SSA review is expected to be completed by staff on August 5 before review begins by the Bureau of Water Quality.
- Continued to utilize an online format for submitting and filing SSA amendments and ESA amendments with the Bureau of Watershed Management to expedite the review and approval process, saving time and money for staff and property owners.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding "what is allowed and restricted" within an ESA buffer.
- Continued the development of an update to the Suamico Comprehensive Plan.
- Continued the development of an update to the Brown County Sewage Plan.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

The recent major planning activities of Lisa Conard, Transportation Planner I:

- Continued preparing the *2014-2019 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
- At the request of the WisDOT and the Federal Transit Administration, prepared an Administrative Modification to the *2013-2017 TIP for the Green Bay Urbanized Area*.
- Received 150+ suggested changes from the WisDOT regarding the functional classification for the urban and rural areas of Brown County from the WisDOT Central Office. Worked with MPO staff to review the suggested changes and provided comment.
- Worked with area jurisdictions to ensure timely submittal of applications/contracts to WisDOT for 2.5 million of STP-U roadway improvement funds approved by BCPC Board of Directors.
- Collected transportation related performance measure data at the request of the Principal Planner.
- Continued work on the *2014-2018 Transit Development Plan (TDP) for the Green Bay Metro System*.
- Finalized the May edition of the Green Bay Metro quarterly route review. All of Metro's full service fixed routes were evaluated.
- Began preparing for the *2013 Coordinated Public Transit-Human Services Transportation Plan for Brown County* as required by MAP-21.
 - Updated extensive interested parties mailing list, developed meeting agenda and flyer, arranged for guest speakers, and prepared invitation for the required county meeting.
- Worked with GFI (software provider) staff to allow access to Metro's farebox and boarding data. This will allow Planning staff to evaluate boardings by bus stop among other data. Downloaded data and began to analyze select stops for low passenger generation.
- Provided Metro staff with compliance documents as input to TEAM/grant management system.

- Drafted for review a resolution requesting the Green Bay Common Council to authorize the Mayor to file and execute the 2014 Federal Section 5307 grant application for transit operating assistance.
- Conducted research and provided Metro staff with information for an update to its Title VI document.
- Consulted and/or provided information to Metro staff regarding various services, compliance, and/or other issues.
- Participated in the June 5 meeting of the Northeast Wisconsin Regional Access to Transportation Committee. The purpose of the committee is to address issues relating to transportation for low-income populations, the elderly, and persons with disabilities. Emphasis is placed on coordination and funding.
- Participated in the Brown County Transportation Coordinating Committee meeting on June 10. Recorded and wrote minutes.
- Attended the Brown County Planning Commission Board of Directors meeting the evening of June 5. Recorded and wrote minutes.
- Attended the July 9 meeting regarding Non-Emergency Medical Transportation held by the Department of Health Services and the new medical transportation brokerage firm, MTM.
- Participated in the Green Bay Transit Commission meeting on July 24.

The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):

- Performed windshield surveys in various locations around the county that have seen development changes since the 2010 land use inventory. The changes were documented on maps and the data was then entered into a new 2013 Land Use layer in GIS.
- Collaborated with GIS team to complete the base map for the Zoo app that is being developed.
- Continued work on MPO Performance Measure Reports for:
 - Bridges, Interchanges and Overpasses
 - Collecting data on bridges, interchanges, and overpasses is ongoing.
 - Condition of Transportation Infrastructure
 - Finished gathering data from the State for all State and Federal Highways. The data has been compiled and joined to the geographic data in GIS.
- Continued development of ArcGIS Online Trails map.
- Updated the Street Centerline dataset to include recent road vacations, right-of-way dedications, and street name changes.
- Created wetland maps for the CTH GV south project.
- Worked on the Village of Suamico Comprehensive Plan Transportation Chapter:
 - Coordinated with staff on formatting changes.
 - Began reviewing and updating text.
- Reviewed and responded to Department of Transportation comments regarding the proposed functional classification changes.
- Reviewed traffic count data for the economic development efforts around Austin Straubel International Airport.
- Updated the Green Bay Metro Route Guide as requested by Green Bay Metro staff.
- Updated the Green Bay Metro Packer Game Day Routes and brochures as requested by Green Bay Metro staff.
- Assigned new address as requested.

- Updated the Transportation Improvement Program (TIP) maps.
 - Gathered new census income data and joined it to the block group geography dataset.
 - Updated all TIP project locations.
 - Completed all revisions to each map.
- Assisted the Planning Director with demolition costs for the Brown County Mental Health Center.
- Updated the Economic Development website with text and a link for the draft Brown County Research and Business Park Feasibility Study.
- Began testing/evaluating the new ESRI CityEngine software.
- Reviewed bus stop data provided by Metro with the Transportation Planner I for the Transit Development Plan.
- Participated in the regular staff meetings held every other Thursday morning.
- Attended weekly meetings with ESRI staff to discuss ArcGIS online projects.
- Met with Professor Ronald Crunkilton from UW-Stevens Point to discuss the projects that the Summer Intern has been working on.

The recent major planning activities of Jeremy Du Chateau, GIS Technician:

- Worked with the Zoning division to assess mobile GIS application needs.
- Created Fox River Trail interactive web map showing trail and key facility locations.
- Assisted in the creation of a NEW Zoo online interactive web map.
- Assisted the Golf Course Superintendent with setup of the GPS unit with schema and settings for data collection of sprinkler head and irrigations facilities.
- Assisted the District Attorney's Office with maps for criminal trial.
- Assisted a Brown County Park Manager with a map showing state trails maintained within the county.
- Created a parcel map book for the Town of Ledgeview.
- Created a parcel map book for the Village of Pulaski.
- Updated Emergency Management's online Emergency Siren map.
- Continued to assist with the Business Park web mapping system implementation and development, including working with community contacts throughout the county.
- Continued to develop and enhance the County's web mapping system.
- Continued to look to process improvements within the County GIS enterprise system.
- Assisted other people with miscellaneous service, plots, data, and training requests.
- Attended staff meetings as needed.
- Attended Land Information Council budget approval meeting.
- Attended Titledown GIS Coordinators meeting to discuss 2014 aerial project.